



City of Columbus
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MEMORANDUM

To: C.U.P.A. Members and Attendees

From: Michael W. Eccard, CSC Assistant Executive Director 

Date: August 20, 2009

Subject: 2010 Police Lieutenant and Commander Promotional Exams

The following is a summary of the items discussed at the meeting with the CUPA committee that consists of representatives from Civil Service, F.O.P. Lodge 9, Division of Police, and Public Safety on Monday August 10, 2009 at 11:00 a.m. The meeting was held in preparation for the upcoming Police Lieutenant and Commander promotional examinations. The following individuals were in attendance.

Attendees: Brooke Carnevale, Department Human Resources Officer, Public Safety
Michael Eccard, CSC Assistant Executive Director, Civil Service
Stephanie Gibson, Police Officer, F.O.P.
Steven Grabner, Office Assistant II, Civil Service
Laura Hausman, Personnel Analyst II, Civil Service
Jason Pappas, Police Officer, F.O.P.
Liz Reed, Personnel Analyst Supervisor, Civil Service
John Rockwell, Police Deputy Chief, Police

Topics of Discussion:

- A thorough job review was conducted prior to the 2008 Police Lieutenant and Commander Examinations. Thus, prior to the 2010 examination, a confirmation review of the 2008 job analysis will take place with input from incumbent lieutenants and commanders. The purpose of the job review is to verify knowledge, skills, abilities, and other characteristics which are needed for success in these job classes. Job observations and ride-alongs may also be conducted by Civil Service Commission analysts.

- The date of October 31, 2009 has been established as a cut-off date for the reading list source material; this date occurs earlier in the timeline than in past test administrations, allowing more study time for candidates. The reading list will be published in September 2009. Outside reading sources will only be required for the lieutenant promotional exam.
- Candidates will be encouraged to apply online via the Commission website. This will assist in expediting distribution of test information, including scheduled dates and times and test results.
- For the lieutenant multiple-choice exams, subject matter experts (SMEs) in the rank of lieutenant or higher will be used in the item review process prior to the exams. The use of lieutenants as subject matter experts for this phase of the exam (new for this exam) is considered acceptable due to the fact that there is no multiple-choice phase for the commander promotional exam. The division legal advisor may review items related to the Arrest, Search, and Seizure Manual and the legal updates.
- The Written Work Sample will be graded with the use of a check-off answer key. The grading for this administration of these exams will be conducted by Civil Service Commission personnel analysts rather than using outside SMEs. This approach should enhance grading accuracy and efficiency due to familiarity with the testing tool. During the petition review process, /SMEs from the Division of Police will review petitions. The desire is to have three reviewers; however, a minimum of one reviewer may be used based upon availability.
- Upon establishment of the eligible list, candidates will have the opportunity to schedule an appointment with the Civil Service Commission to review the recording of their Oral Board exercise and accompanying scores.
- The desired number of Subject Matter Experts are as follows:

	Number of SMEs	Rank of SMEs	Approximate Time Commitment
MC Item Review	6-8 conservatively	lieutenants	2-4 hours each; min. 16 hrs total
Appeals	3	lieutenants	2-4 hours each
WWS Dev.	2-3	commanders	Multiple meetings over 6 weeks
WWS Pilot Test	4	2-lieutenants* 2-commanders	3 hours each
WWS Petition Review	1-3	commanders	2-4 hours each
Oral Dev.	2-3	commanders	Multiple meetings over 6 weeks
Oral Pilot Test	4	2-lieutenants* 2-commanders	2-3 hours each

*Must self-disclose if taking the commander's exam-and will not use lieutenant's who will take the commander's exam

- Division lieutenants may serve as subject matter experts for pilot testing the lieutenant exam. The Commission will rely on lieutenants self-disclosing their intentions regarding the commander exam; those disclosing intentions to take the commander exam will not be used.
- The Commission will place information relating to these promotional examinations on the Commission's website at www.csc.columbus.gov as well as make announcements as needed in the Police Daily Bulletin.
- The tentative timeline is proposed as follows:

Police Lieutenant and Commander Tentative Timeline	
Reading list cut-off date	October 31, 2009
Reading list publish date	September 2009
Test filing period	March 1 to March 12, 2010
Must meet education requirement (cut-off date) (commander only)	March 15, 2010
Information session for candidates	March 30 and April 1, 2010
Provide proof of required education	April 2, 2010
Time in rank cut-off date for MQ's (lieutenant)	April 26, 2010
Test administration: Open and Closed-Book Multiple-Choice Exams (lieutenant exam only)	April 27, 2010
Multiple-choice appeals	April 28-30, 2010
Time in rank cut-off date for MQ's (commander)	April 28, 2010
Test administration: Written Work Sample	April 29, 2010
Test administration: Oral Board Exam	Week of May 24-28, 2010
Clerical review	June 3-4 & 7-8, 2010
Release of preliminary test results	July 6, 2010
Final list and results out	July 20, 2010
Eligible list established	July 21, 2010

- Results release letter of agreement:
 The test results release procedure for Police Lieutenant and Police Commander Exams will be as follows:
 1. On Tuesday, July 6, 2010, the Civil Service Commission will:
 - issue to the Lodge's testing consultant the names, raw scores, z-scores, scores by dimension, subtotal scores, seniority points, final scores, and resultant ranks for the 2010 Police Lieutenant and Police Commander Examinations, and
 - send candidates the tentative results notice indicating their raw scores, scores by dimension, seniority points, and the high, low, and mean scores for each phase of the exam.

2. On Tuesday, July 20, 2010 (represents day prior to the effective date of the list):
 - a copy of the final eligible list will be faxed to the Department of Public Safety and the Lodge at approximately 1:30 p.m., and
 - a final results notice will be sent via email and/or mail to candidates indicating their final score and ranking on the subject eligible list and the information needed to schedule a review of their own video responses and Scantron sheets;
3. Should the Lodge not retain a testing expert for this exam, steps one and two above will be voided and the results will be released with the tentative results information including scores by dimension, raw scores, z-scores, subtotal scores, seniority points, final scores, and resultant ranks being mailed to candidates and issued to the department and Lodge on July 6, 2010 and the final eligible list being issued on July 20, 2010 to the department and Lodge, which is one day prior to its effective date, on July 21, 2010.

Officers Gibson and Pappas confirmed the Lodge's intention to use Dr. Conley as their consultant for these exams.